**Driver**

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| **Employment details** | |
| Location | Sandringham House |
| Reports to | Travel Co-ordinator |
| Hours of work | Part time, Term Time Only plus 1 |
| Grade | SCP Range 5 to 8 |
| |  |  |  |  | | --- | --- | --- | --- | | To drive the school vehicles to provide school transport services to children attending the academy throughout the school day. This is a position working Monday to Friday during term time only. This is full time role but part time hours would be considered.   |  | | --- | | **Main Responsibilities**   * To have a full, clean driving licence with D1. Any traffic offences must be declared to the Travel Co-ordinator. * To be responsible for the health and safety, comfort and welfare of pupils and staff whilst being transported in the vehicle. * To drive and conduct yourself in line with National law and guidance and school policy and procedure. Working within the constraints and guidelines as set out in the Minibus Drivers’ Operating Instructions. * To be responsible for carrying out daily and weekly vehicle checks, and to carry out basic maintenance (topping up of fluid levels, tyre pressures etc.) reporting any problems to the Travel Co-ordinator and the School Business Manager. * Report any vehicle defects, faults, incidents and accidents to the Travel Co-ordinator. * To be responsible for ensuring that the required number of seats are in place and secure, and that the necessary wheelchair access is available to ensure the safe travel of all learners for the planned journey. * Travel arrangements are suitably adapted to meet the needs of the individual learner e.g. Wheelchair users. * Ensuring the vehicles are safe, clean and roadworthy before and after use. * Following school finance guidelines to re-fuel vehicles as required. * Working within the health and safety guidelines and other guidelines that may be issued from time to time. * To be responsible for the correct us of safety and security equipment in accordance with the instructions given, and the wearing of safety clothing. * To undergo MIDAS training, Safeguarding and Manual Handling and other training courses as directed. * To ensure all mileage logs and other paperwork relating to the mini bus is kept up-to-date and accurate and submitted in a timely manner. * To be responsible for returning the vehicle keys to the school office or to leave them as advised if outside office hours. * To ensure all passengers and yourself wear a seat belt at all times. * To have positive communication skills for interacting with families and staff and ensuring, where required, this communication is recorded using the MIS system. * Conduct risk assessments that are recorded and uploaded, as required to the school. MIS system. Conduct dynamic risk assessments with regards individual learners and journeys to ensure the safety of all. * To undertake any other duty that may from time to time be reasonably required to ensure the smooth running of the Academy. |  |  | | --- | | **Accountabilities**   * Attend and participate in staff training as directed by the Academy. * Must hold a current clean and valid driving licence which includes D1 or be willing to undertake training to drive a larger bus. * To provide a copy of your driving licence every 6 months on request and, to immediately advise the School Business Manager or any changes or endorsements to your licence. * To respect and maintain the confidentiality of all matters relating to the school, pupils and staff. * To adhere to RTMAT policies as outlined in the staff handbook. |  |  | | --- | | **General Duties**   * To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job. * To work in accordance with the RTMAT equality policy and procedure. |   The post holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.  All employees are expected to demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery and to adhere to the policies of the Trust in performance of their duties.  All employees are expected to respect all confidentialities and principles and practice of the Data Protection Act.  All post holders are required to comply with Health and Safety policies and legislation. | | |

**Person specification**

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| **Qualifications and training** | |
| **Essential** | **Desirable** |
| * A good standard of general education to Level 2 or equivalent including English and Mathematics. * Have a valid UK driving licence with D1. * Willing to undergo MIDAS training if not currently held. * DBS clearance to work with children. * Age between 25 and 70 years old (to meet requirements of our insurers). |  |
| **Experience** | |
| **Essential** | **Desirable** |
|  | * Previous experience of minibus driving. * Experience of working with children. |
| **Knowledge & skills** | |
| **Essential** | **Desirable** |
| * An ability to communicate with a range of people. * Ability to work on own initiative and as part of a team. * Reliable and trustworthy. * Flexible approach to working arrangements. * Sensitivity to user needs. * Good communication skills. * Good problem-solving skills. * To be committed to continual professional development. | * Good geographical knowledge of local area. |
| **Personal traits** | |
| **The successful candidate will be** | |
| * Able to work independently but also as part of a team. * Dedicated to their practice. * Punctual and professional. * Able to maintain successful working relationships with colleagues. * Reliable and able to be flexible in their approach to work. * Positive and engaging. * Able to plan and take control of situations. * Capable of handling demanding workload and successfully prioritising work. * Empathetic to those who face barriers to their learning. * Patient with pupils who take longer to understand information. | |